

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 07/01/16

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: INDUSTRIES PLANT MGR                      SCDC POSITION #: 014505  
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0600 AM - 0400 PM  
LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

STATE JOB TITLE: PROGRAM COORDINATOR I                      STATE JOB CLASS: AH35  
PAY BAND/LEVEL: 05 E  
BAND: 05      SALARY RANGE      \$ 032838 - \$ 060760                      SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE:              \$ 038422 - \$ 042999      SCEIS POSITION #:      61018785

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MINIMUM AND ADDITIONAL REQUIREMENTS:  
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.  
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE  
HUMAN RESOURCES). AN ASSOCIATE DEGREE AND ONE (1) YEAR OF MANAGERIAL  
EXPERIENCE OF INDUSTRIAL SPECIALTY; OR A HIGH SCHOOL DIPLOMA AND  
THREE (3) YEARS OF MANAGERIAL EXPERIENCE OF INDUSTRIAL SPECIALTY  
(SEWING).

DESCRIPTION OF DUTIES:  
UNDER LIMITED SUPERVISION, MANAGES A TRADITIONAL SEWING OPERATION AND  
A RECYCLING OPERATION AT LEE CORRECTIONAL INSTITUTION.  
MANUFACTURES PRODUCTS & PROVIDES SERVICES FOR OUR CUSTOMERS IN THE  
MOST EFFICIENT & ECONOMICAL MANNER WHILE SUPERVISING & TEACHING  
INMATES SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. CAREFULLY  
SELECTS, TRAINS, & SUPERVISES ASSIGNED PERSONNEL & MEASURES THEM  
TOWARDS PI GOALS. MANAGES PLANNING, SCHEDULING AND MONITORS  
MANUFACTURING FUNCTION. MANAGES PRODUCTION & COORDINATES DELIVERY OF  
PRODUCTS & SERVICES AT MINIMUM COST. ESTABLISHES & MANAGES AN  
EFFECTIVE QUALITY CONTROL & MAINTENANCE PROGRAM. MANAGES ACCURATE  
COST INFORMATION. ANALYZES & MAKES RECOMMENDATIONS CONCERNING PROFIT  
& LOSS STATEMENT. MANAGES INVENTORY CONTROL TO INCLUDE ACTUAL &  
PERPETUAL INVENTORIES. REQUISITIONS RAW MATERIALS, SUPPLIES & EQUIP.  
MANAGES ALL WORK ORDERS, BILLS OF LADING & PRODUCTION REPORTS.  
COORDINATES ACTIVITIES WITH CENTRAL OFFICE & INSTITUTION PERSONNEL.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

**\*\*UNTIL FILLED\*\***